

## AUDITOR/CONTROLLER-RECORDER

### BUDGET UNIT: RECORDS MANAGEMENT (IRM ACR)

#### I. GENERAL PROGRAM STATEMENT

Records Management, an internal services fund, is responsible for storage of vital documents and records destruction. This division relocates inactive files from County departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

The Records Management budget unit is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year is carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rates structure.

#### II. BUDGET & WORKLOAD HISTORY

	<b>Actual 2001-02</b>	<b>Budget 2002-03</b>	<b>Estimated 2002-03</b>	<b>Department Request 2003-04</b>
Total Operating Expense	98,445	132,356	223,130	133,772
Total Revenue	123,699	132,356	112,345	133,865
Revenue Over/(Under) Expense	25,254	-	(110,785)	93
Budgeted Staffing		2.0		2.0

Unrestricted Net Assets Available at Yr End	108,141		1,963	
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##### **Workload Indicators**

Shredding/Reams	47,137	46,000	26,700	26,700
Storage Cubic Feet	36,000	36,000	33,010	33,010

The increase in operating expenses is primarily due to the Board approved consulting contract on December 17, 2002 for a not to exceed cost of \$99,500 for Records Management improvements.

Decrease in revenue is due to departmental requests for Shredding/Reams which have decreased since the shredder was determined to be unsafe.

#### III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

##### **STAFFING CHANGES**

None.

##### **PROGRAM CHANGES**

On March 4, 2003 the Board of Supervisors approved rate increase for storage of \$.08 per cubic foot per month for a total of \$.29 per cubic foot per month and a decrease for shredding of \$1.60 per box for a total of \$6.33 per box per month, to be effective July 1, 2003.

##### **OTHER CHANGES**

None.

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### IV. VACANT POSITION IMPACT

The department has a total 2.0 vacant budgeted positions in their 2003-04 Department Request Budget. The breakdown of these positions is as follows:

Vacant Budgeted Not In Recruitment	0.0	Slated for Deletion
Vacant Budgeted In Recruitment	<u>2.0</u>	Retain
Total Vacant	2.0	

### V. OTHER POLICY ITEMS

None.

### VI. FEE CHANGES

The Board of Supervisors approved a rate increase of \$.08 per cubic foot per month for a total of \$.29 per cubic foot per month for storage and a decrease of \$1.60 per box for a total of \$6.33 per box for shredding to be effective July 1, 2003.

GROUP: Fiscal  
DEPARTMENT: Auditor/Controller-Recorder  
FUND: Internal Services IRM ACR

FUNCTION: General  
ACTIVITY: Records Management

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<b><u>Appropriation</u></b>					
Salaries and Benefits	45,949	76,949	7,053	-	84,002
Services and Supplies	177,183	55,407	-	-	55,407
Transfers	-	-	347	-	347
Total Exp. Authority	223,132	132,356	7,400	-	139,756
Reimbursements	-	-	-	-	-
Total Operating Expense	223,132	132,356	7,400	-	139,756
<b><u>Revenue</u></b>					
Current Services	112,345	132,356	-	-	132,356
Total Revenue	112,345	132,356	-	-	132,356
Rev Over/(Under) Exp	(110,787)	-	7,400	-	7,400
Budgeted Staffing		2.0	-	-	2.0

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## ANALYSIS OF 2003-04 BUDGET

	E	F	E+F		G+H		I+J
	Board	Recommended	G	H	I	J	K
	Approved	Program	2003-04	Vacant	2003-04	Recommended	2003-04
	Base	Funded	Department	Position	Proposed	Vacant	Recommended
	Budget	Adjustments	Request	Impact	Budget	Restoration	Budget
					(Adjusted)		
<b>Appropriation</b>							
Salaries and Benefits	84,002	18,446	102,448	-	102,448	-	102,448
Services and Supplies	55,407	26,049	81,456	-	81,456	-	81,456
Transfers	347	-	347	-	347	-	347
Total Exp. Authority	139,756	44,495	184,251	-	184,251	-	184,251
Reimbursements	-	(50,479)	(50,479)	-	(50,479)	-	(50,479)
Total Operating Expense	139,756	(5,984)	133,772	-	133,772	-	133,772
<b>Revenue</b>							
Current Services	157,308	(23,443)	133,865	-	133,865	-	133,865
Total Revenue	157,308	(23,443)	133,865	-	133,865	-	133,865
Rev Over/(Under) Exp	(17,552)	(17,459)	93	-	93	-	93
Budgeted Staffing	2.0	-	2.0	-	2.0	-	2.0

## Base Year Adjustments

Salaries and Benefits	2,376	MOU.
	4,220	Retirement.
	457	Risk Management Workers' Comp.
	7,053	
Services and Supplies	347	Incremental Change in EHAP.
Total Base Year Appropriation	7,400	
Total Base Year Revenue	-	
Total Base Year Rev Over (Under) Exp	-	

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### Recommended Program Funded Adjustments

Salaries and Benenfits	<u>18,446</u>	Cost of .25 budgeted staff - Record Management Supervisor.
Services and Supplies	<u>26,440</u>	Increase COWCAP , decrease professional services and increase general office expense.
	<u>(391)</u>	GASB 34 Accounting Change (EHAP).
	<u>26,049</u>	
Reimbursement	<u>(50,479)</u>	Reimbursement to IRM for recording services.
Total Appropriation	<u>(5,984)</u>	
Revenue		
Current Service	<u>(23,052)</u>	Estimated decrease in revenue caused by reduced use of services.
	<u>(391)</u>	GASB 34 Accounting Change (EHAP).
	<u>(23,443)</u>	
Total Revenue	<u>(23,443)</u>	
Total Base Year Rev Over (Unde	<u>17,459</u>	

### Vacant Position Impact Summary

	Authorized	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over (Under)
Vacant Budgeted Not In Recruitment - Delete	-	-	-	-	-
Vacant Budgeted in Recruitment - Remain	2.0	2.0	90,129	90,129	-
Total Vacant	2.0	2.0	90,129	90,129	-
Recommended Restoration of Vacant Deleted	-	-	-	-	-

### Vacant Position Impact IRM ACR Detail

	Position Number	Budgeted Staffing	Salary and Benefit Amount	Revenue	Rev Over (Under)
Note: If position is seasonal indicate next to Classification (Seasonal:May thru August)					
Vacant Budgeted Not in Recruitment					
		-	-	-	-
Subtotal Recommended - <b>Delete</b>		-	-	-	-
Vacant Budgeted In Recruitment - <b>Retain</b>					
Records Management Technician	77894	1.0	36,158	36,158	-
Records Management Supervisor	77895	1.0	53,971	53,971	-
Total in Recruitment Retain		2.0	90,129	90,129	-

NOTE: If applicable, the vacant position will be bolded if included in the 30% Cost Reduction Plan not yet implemented.  
If applicable, the seasonal vacant position that is currently not filled will indicate which months they are needed.